



Valders Area School District

138 Wilson St., Valders, Wisconsin 54245-9645

Voice: 920-775-9500 Fax: 920-775-9509 Web site: www.valders.k12.wi.us

Striving for Excellence!

VACANCY ANNOUNCEMENT

Position:

Bookkeeper

Position Description:

The position is full time and year round. Some of the duties the bookkeeper is responsible for include:

- Must appropriately handle confidential information.
- Perform all bookkeeping procedures for fiscal management – primarily payroll and A/P.
- Prepare a monthly list of vouchers to be paid for consideration by the School Board.
- Prepare payroll for all employees semi-monthly.
- Keep appropriate records of all financial proceedings.
- Prepare district deposits of cash and checks.
- Shall answer (verbally or written) questions concerning payments, invoices, payroll, etc.
- Verify accuracy of information on district purchase orders; determine whether there is sufficient money in the individual accounts, then process after approval by the appropriate administrator.
- Shall become acquainted and familiar with the Wisconsin Uniform Financial Accounting Regulations (WUFAR).
- Shall correspond with vendors concerning billing problems.
- Be responsible for keeping all fiscal records up to date.
- Keep all district employee salary and fringe benefit records, including but not limited to insurance, retirements, annuities and vacation accumulation.
- Process and maintain Worker's Compensation and unemployment issues.
- Assume responsibility for preparing audit materials for school district auditors.

Qualifications:

The successful candidate will be a people person with an ability and desire to work with varied tasks; be an excellent communicator, an initiator able to see tasks through to completion; a person with attention to details; and one who has exceptional computer knowledge and skills.

Salary/Benefits:

Salary is \$16.00-\$18.00 per hour. Normal benefit package is available.

Closing Date:

Online applications will be accepted through **November 20, 2018** or until filled. It is the responsibility of the applicant to submit a complete online application by this deadline. An online application which has been initiated but not submitted by the closing date has not met the deadline and will not be considered for the position.

Online Application:

Please visit www.valders.k12.wi.us, under District Admin, Job Openings, select New Jobs link, and follow the online application process instructions. For additional assistance, please contact the District Office at (920) 775-9500.

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